OHS & HR Management System

Order	Number	Section	Sub-Section	Questions	Critical Questions	Supporting Documents	Systems Kit Documents
1	4.2	POLICY	OHS	Do you have an OHS policy?		Please upload your signed and approved OHS Policy	*OHS Policy
2,3	4.3.1	OHS RISK ASSESSMENT		4.3.1.1. Do you have a documented Hazard Identification Risk Assessment (HIRA) methodology? 4.3.1.2. Have risk assessments been conducted and controls identified?	Critical	1. Please upload your signed and approved HIRA methodology. 2. Please upload your signed and approved OHS risk assessment	*Risk Assessment Guidelines *Risk Assessment Scoring Methodology *Risk Assessment Matrix
4	4.3.2	LEGAL AND OTHER REQUIREMENTS		Have you identified and recorded applicable and legal requirements?		Please upload your OHS legal register (National, Provincial, Local bi-laws and other requirements)?	*Process Flow for Identification of Legal and Other Requirements. *Electrical Machinery Regulations – Annexure 1.
5,6	4.3.2.2	HUMAN RIGHTS	FORCED LABOUR/HUMAN TRAFFICING	4.3.2.2.1 Are workers allowed to leave the employment site at the end of their shift and free to leave their employment upon giving reasonable notice? 4.3.2.2.2. Are all labour recruiters and labour brokers utilised legal/licensed?	Critical	1. Please upload your signed and approved Forced Labour/ Human Trafficing policy/procedures. Please upload a signed declaration stating that workers are allowed to leave the employment site at the end of their shift and free to leave their employment upon giving reasonable notice, if you do not have the required supporting documents 2. Please upload list of Labour Brokers utilised. Please upload signed declaration stating that you do not make use of labour brokers., if you do not have the required suporting documents.	*NOSA - Social Accountability Policy
7	4.3.2.3		CHILD LABOUR	Do you ask for a proof of age when recruiting workers and retain copies of this documentation?	Critical	Please upload your signed and approved Child Labour Policy. Please upload a signed declaration stating that you do not make use of child labour, if you do not have the required supporting documents.	*NOSA - Child Labour Policy *NOSA - Recruitment & Selection Policy/Procedure
8	4.3.2.4		FREEDOM OF ASSSOCIATION	Do workers have the right to join (or not join) any labour union without fear, restrictions or discrimination?	Critical	Please upload your signed and approved Freedom of Association Policy. Please upload a signed declaration stating that workers have the right to join (or not join) any labour union without fear, restrictions or discrimination, if you do not have the required supporting documents	*NOSA - Freedom of Association & Collective Bargaining Policy
9	4.3.2.5		DISCRIMINATION	Do you have an anti- discrimination policy/procedure or system in place?	Critical	Please upload your signed and approved Anti-Discrimination policy. (Anti-Discrimination Policy/Procedures may include issues pertaining to hiring, compensation, access to training, promotion, termination or retirement based on race, nationality, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation). Please upload a signed declaration stating that your company does not practice discrimination in an way, if you do not have the required supporting documents.	*NOSA - Social Accountability Policy

10	4.3.2.6			ABUSE OF LABOUR	Do you have formal, documented disciplinary and grievance procedures?	Critical	1. Please upload your signed and approved Disciplinary and Grievance Policy. Please upload a signed declaration stating that you clearly forbid any form of verbal, physical or psychological threats, abuse or harassment, if you do not have the required supporting documents.	*NOSA - Disciplinary & Grievance Procedure
11,12	4.3.2.7			WAGES AND BENEFITS	4.3.2.7.1 Do workers' wages meet local minimum wage and do you pay a premium rate for overtime? 4.3.2.7.2. Do workers receive pay at least once a month and do they receive understandable payslips?	Critical	1. Please upload your signed and approved Wages and Benefits Policy. Please upload a signed declaration stating that workers' wages meet local minimum wage and do you pay a premium rate for overtime, if you do not have the required supporting documents. 2. Please upload an example of a employees payslip.	*NOSA - Social Accountability Policy
13,14	4.3.2.8			WORKING HOURS	4.3.2.8.1 Do the working hours meet legal requirements and are adequate records maintained? 4.3.2.8.2 Are all workers provided with rest periods as specified by Collective Bargaining Agreement, or in their absence, local labour legislation?	Critical	1. Please upload your signed and approved working hours policy. Please upload a signed declaration stating that working hours meet legal requirements and are adequate records maintained, if you do not have the required supporting documents. 2.Please upload example of maintained working hours records of employees. Please upload a signed declaration stating that all workers are provided with rest periods as specified by Collective Bargaining Agreement, or in their absence, local labour legislation, if you do not have the required supporting documents.	*NOSA - Working Hours & Overtime Policy
15,16	4.3.2.9			LOCALISATION AND SUPPLY CHAIN	4.3.2.9 .1. Do you consider local sourcing in your processes? 4.3.2.9.2. Does your company have programmes that focus on local development within the area of your operations?	Critical	1. Please upload an example of a receipt from local sourcing. Please upload a signed declaration stating that you consider local sourcing in your processes, if you do not have the required supporting documents. 2. Please upload your signed and approved Localisation and Supply Chain Policy. Please upload a signed declaration stating that your company has programmes that focus on local development within the area of your operations, if you do not have the required supporting documents.	*NOSA - Recruitment & Selection Policy/Procedure
17	4.3.3	OHS OBJECTIVES, TARGETS AND MANAGEMENT PROGRAMMES			4.3.3.1 Do you have documented OHS objectives and targets and associated management plan?		Please upload your OHS objectives and targets and management programme that includes: Objectives aligned with OHS risks, specific and measurable, where applicable programme established that indicates how objectives and targets are going to be achieved. Objectives and targets reviewed and updated.	*HSE Measurement and Monitoring Plan *Guideline for Developing EMP Objectives and Targets
	4.4.1	OHS STRUCTURE, RESPONSIBILITY AND ACCOUNTABILITY						
18	4.4.1.1			RESPONSIBILITY OF SENIOR EXECUTIVE/S	Have the Senior executive/s delegated duties in writing to subordinate manager(s)/supervisors?	Critical	Please upload the 16(2) appointments.	
19	4.4.1.2			APPOINTMENTS	General: Have you identified all OHS appointment requirements and applicable registrations for those appointed?	Critical	Please upload organisational organogram Please upload relevant OHS appointment letters	*Appointment Letters Guideline. *HSE Organogram Guideline. *Appointment Letter Register

20	4.4.1.3			CONSTRUCTION REGISTRATIONS	Have you identified all requisite Constructions registrations??	Critical	Please upload your construction registrations. Construction Contractors registrations required: - Competent CHS Agent plus proof of registration with SACPCMP - South African Council for the Quantity surveying Profession (SAQSP) - South African Council for the Architectural Profession (SACAP) - Council Engineering South Africa (CESA) - South African Council for the Property Values Profession (SAQSP) - South African Council for the Quantity surveying Profession (SACPVP)	*HSE Representative General Workplace Inspection Register
21,22	4.4.2	OHS TRAINING, AWARENESS AND COMPETENCE			4.4.2.1. Do you have a training matrix established and available? 4.4.2.2. Do you have training schedules documented and available?	Critical	1. Please upload your training matrix 2. Please upload your training schedules	*HSE Training Matrix
23	4.4.3.2			COMMITTEES	Have OHS Committees been established according to law and the needs of your company?	Critical	Please upload your signed and approved OHS committee minutes	
24	4.4.3.3			INCIDENT RECALL	Do you review previous incidents (causes and preventive action) with staff?		Please upload previous incidents reviewed (The causes and preventive action must be discussed with workforce) . Please upload proof of communication.(attendance register with reference incident recall/review)	*Incident Recall Form
25	4.4.4	OHS DOCUMENTATION			Do you have a documented OHS system?		Please upload your SHE File Index	
	4.4.6	OHS OPERATIONAL CONTROL						
26	4.4.6.5			POLLUTION CONTROL	Do you have pollution control systems or equipment available?		Please upload a list of your equipment and maintenance plan	
27	4.4.6.9			WASTE MANAGEMENT	Have you identified your waste streams and disposal requirements?		Pease upload your waste disposal records or waste procedure	*Site Waste Management Plan Guideline. *Waste Disposal Control Register
28	4.4.6.12			MACHINE GUARDING	Have you identified guarding requirements?		1. Please upload a signed and approved procedure that identifies the type of safeguarding, methods of safeguarding, responsible persons. 2. Please upload list of equipment that requires safeguarding, and an example of a completed inspection sheet.	
29	4.4.6.13			LOCK-OUT SYSTEM	Do you have an energy and machinery lock-out system procedure?		Please upload your signed/approved lock-out system procedure that may include : • Procedures to cover all sources of energy (electrical, mechanical, hydraulic, pneumatic, chemical, etc.) and substance release • Procedures to include step to ensure/check that the equipment is at zero potential, before work may commence • All locks, keys and other devices uniquely labelled and controlled	*Lock Out Procedure
30	4.4.6.14			LABELLING OF ELECTRICAL SWITCHGEAR AND CRITICAL VALVES	Have you identified labelling requirements for switch gear and critical valves?		Please upload signed and approved procedure for labelling requirements and critical valves	

31	4.4.6.15		LADDERS, ELEVATED PLATFORMS, STAIRS AND SCAFFOLDING	Do you have a system to ensure the integrity of all ladders, scaffolding, stairs and elevated platforms safe?		Please upload your inspection register	*Inspection Register Ladders
32	4.4.6.16		LIFTING MACHINES AND LIFTING TACKLE	Do you have a system for the identification, recording and verification for lifting equipment?	Critical	1. Please upload completed machines/tackle register. 2. Please upload evidence of completed and signed inspections and load testing.	*Legal register for lifting machines and lifting tackle. *Lifting Machinery Register
33	4.4.6.17		PRESSURE EQUIPMENT AND COMPRESSED GAS CYLINDERS	Do you have a system for the identification, recording and verification of pressurised equipment?	Critical	1. Please upload completed pressure equipment register 2. Please upload evidence of your completed inspections and verification of pressurised equipment.	*Air Compressor Inspection Checklist. *Pressure Equipment Regulations – Annexure 1. *Pressure Equipment Regulations – Annexure 2. *Pressure Equipment Boilers Register
34	4.4.6.18		HAZARDOUS CHEMICAL SUBSTANCES (HCS) CONTROL	Do you have a system for the identification and management of hazardous chemical substances (HCS)?	Critical	Please upload a list of HCS (to identify acid, corrosive, poisonous, radio active etc.), average volume stocked and Material Safety Data Sheets (MSDS) for all substances used on site and permits where applicable.	*Register for Hazardous Chemical Substances. *Hazardous Chemical Substance Risk Assessment *MSDS Template
35	4.4.6.19		MOTORISED EQUIPMENT: CHECKLIST, LICENSING	Do you have a system for the identification and management of motorised equipment?	Critical	Please upload a signed and approved inventory (List) of vehicles, maintenance plans (include competency, authorization, responsibility, report/inspections, use and accidents) and inspections register. 2. Please load signed declaration stating that you manage your motorised equipment, if you do not have the required supporting documents.	*Motor Vehicle Daily Inspection Checklist.
36	4.4.6.20		PORTABLE ELECTRICAL EQUIPMENT	Do you have a system for the identification and management of portable electric equipment?		1. Please upload your completed portable equipment register 2. Please upload evidence of completed portable electric equipment inspections.	*Portable Electric Equipment Register
37	4.4.6.21		EARTH LEAKAGE (E/L) RELAYS: USE AND CHECK	Do you have a system for the identification and testing of earth leakage equipment?		Please upload completed earth leakage register and proof of tests.	*Earth Leakage Use and Testing Guideline *Earth Leakage Register
38	4.4.6.22		GENERAL ELECTRICAL INSTALLATIONS AND ELECTRICAL MACHINERY IN HAZARDOUS LOCATIONS	Do you have a system for the maintenance and certification of electrical installations and machinery?	Critical	Please upload certificates of compliance (COC's), inspections and zoning assessments.	*Annual Earthling & Polarity Checklist.
39	4.4.6.23		HAND TOOLS: E.G. HAMMERS, CHISELS AND TROLLEYS	Do you have a system for the identification and maintenance of hand tools?		Please upload your tool lists, registers, and completed inspections	*Hand Tool Checklist

40	4.4.6.25		PERSONAL PROTECTIVE EQUIPMENT (PPE)	Do you have a system for the identification, issuance, cleaning, and disposal of PPE?		Please upload your PPE matrix, inspection register, and signed and approved PPE procedure (includes issuance, cleaning requirements, and certificates of disposal for each employee that received PPE).	*PPE Employee Undertaking. *Area PPE Register
41	4.4.6.27		STORAGE OF FLAMMABLES/CHEMICALS AND EXPLOSIVE MATERIAL	Do you have a system for the management of flammables, chemical and explosives?		Please upload procedure permits for stores and inspection registers.	
42	4.4.6.29		CONTRACTOR AND CONTRACTS CONTROL	Do you have a system for the management of sub-contractors and suppliers?	Critical	Please upload list of approved sub-contractors, suppliers and there applicable signed agreements. Section 37(2).	*Contractor Agreement 37(2)
43	4.4.6.30		SAFE WORK PROCEDURES	Do you have a system for the identification of high risk tasks and developed safe work procedures?	Critical	Please upload list of high and medium risk tasks (as identified in the risk assessment), and signed and approved safe work procedures	*Hazardous Task Identification Procedure Guideline
44	4.4.6.31		WORK PERMITS	Do you have a work permit system for high risk activities?	Critical	Please upload permit system	*Permit to Work Form
45	4.4.6.32		CONFINED AND ENCLOSED SPACES	Do you have a system for the identification of confined and enclosed spaces and management of activities therein?	Critical	1. Please upload a signed and approved confined space procedure (Procedure to identify the competency, required documentation to be used, authorization, requirements before entering, rescue plan, signage, securing the entry before leaving etc.), list of possible confined/ enclosed spaces and evidence of a completed and signed permit system.	
46	4.4.6.33		WORKING AT HEIGHT/ELEVATED POSITIONS	Do you have a system for the identification of working at height and elevated position activities?	Critical	Please upload a signed and approved fall protection plan (includes competency, responsibility, equipment, PPE, inspection, rescue plan etc.), signed safe work procedures, completed inspection register and competencies.	*Fall Protection Plan, *FPP Assessment Checklist. *SWP Rescue Procedure – Working at Heights Incidents
47	4.4.6.34		TRENCHING AND EXCAVATION	Do you have a system for management of trenching and excavation activities?	Critical	Please upload a signed and approved trenching and excavation procedure (includes depth, shoring , plans, competencies) and proof of completed inspections.	
48	4.5.1	OHS PERFORMANCE MEASUREMENT AND MONITORING		Do you have a system for the monitoring and measurement of OHS performance?		Please upload monitoring plan (who keep record of incidents, man hours, lost time over 12 months) and results thereof.	
49	4.5.1.2		INCIDENT STATISTICS	Do you progressively record, classify and maintain OHS statistics?		Please upload OHS statistics/records	
50	4.5.1.3		OHS RISK FINANCING	4.5.1.3.1 Are you sufficiently insured (Public liability) 4.5.1.3.2 Do you have a valid Letter on Good Standing	Critical	1. Please upload details of available assessments and COID registration 2. Please upload your public lability cover (Minimum R5mil) 3. Please upload your Letter of Good Standing	*Cost Calculation Template

51	4.5.1.4			MEDICAL SERVICES	Do you have for the identification of Occupational Health (OH) requirements	Critical	Please upload you employees Medical Certificate of Fitness	
52	4.5.1.5			OHS REPRESENTATIVE INSPECTIONS AND ACTION	Does your OHS representative(s) conduct OHS inspections according to set requirements?		Please upload procedure, inspection register and evidence of inspections conducted.	*Selection & Placement Persons Job Specifications Form *HSE rep inspection document
53	4.5.1.6			PLANNED JOB OBSERVATIONS	Do you have a system for conducting planned task observations (PTO's) on HIGH risk tasks?	Critical	Please upload procedure, schedule of PTO's and evidence of actual observations.	*Planned Hazardous Tasks Observation
	4.5.3	OHS INCIDENTS, NON-CONFORMANCES, CORRECTIVE AND PREVENTIVE ACTION						
54	4.5.3.1			OHS INCIDENT AND NON-CONFORMITY RECORDS	Do you have a system for the recording of OHS incidence and reporting to relevant authorities?	Critical	Please upload procedure and evidence of reporting (Where applicable)	*Incident Recall Form. *HSE Incident Register Qualifying Criteria. *Incident Statistics Report. *Off-the-Job Incident Report Form *Injury Disease Record Book
55	4.5.3.2			INTERNAL OHS INCIDENT INVESTIGATION	Do you investigate OHS incidents, identify root causes and maintain records thereof?	Critical	Please upload a completed report as per your incident reporting procedure of OHS incidents investigations. e.g. Annexure 1 report, accident report, incident investigation report, WC.L report and supporting documents.	*Annexure 1 – Incident Recording Proforma.
56	5	DECLARATION			Have you signed a declaration sating that all questions you answered NOT APPLICABLE are in fact not relevant to you?		Please upload your Declaration From. Identify each question you answered N/A and signed by the highest authority.	*Declaration Form